

ASIE-2013 INSTRUCTIONS

What's New for 2013?

For 2013 Annual Survey of Income and Expense there is only one form for Class 2 and Class 4 properties. Specialty properties will continue to complete property specific forms.

Instructions by Section

SECTION A – PROPERTY IDENTIFICATION

Enter the Section, Block and Lot of your property. Enter only one block and one lot. You may refer to the section, block and lot printed on your ASIE letter. Even if your ASIE filing covers more than one tax lot, operated as an economic unit, list only the primary section, block and lot here.

Property address, including street number, street, village and zip code.

If the mailing address for this property is different than that on the ASIE letter, provide the correct mailing address, including street number, street, village and zip code.

Groups of related parcels.

An ASIE covering more than one lot will be accepted only if the lots are operated as a single economic unit and physically contiguous or adjacent to each other. For example, this may include a restaurant and its parking lot. If the filing covers more than one lot, you can list up to 5 additional properties in the spaces marked "Block and lot"; if necessary, list additional blocks and lots on a separate page.

SECTION B – CONTACT INFORMATION

Contact Person. Indicate the name of the filer who is familiar with both the operation and the finances of the property.

Indicate the contact person's relationship to the property (i.e. the owner, lessee, sub-lessee, manager, agent, accountant, etc.)

Contact information: Enter filer's phone number (required), cell number, email address (Required) and/or fax number.

SECTION C – FILING STATUS

**IF YOU CAN CHECK BOXES 11 OR 12 YOUR FILING IS COMPLETED
WHEN YOU SIGN ON REVERSE OF THE ASIE**

OWNER-OCCUPIED – properties that are 100% physically occupied by the owner, or owner related entity or persons. This occupancy can include those related by blood or marriage and business entities under common control. No portion of the property can be rented.

PROPERTIES UNDER CONSTRUCTION in 2013.

PROPERTIES PURCHASED BETWEEN 01/01/2013 AND 04/01/2014.

Please enter the date that the sale closed and enter the sales price; then complete sections F through H to extent that data is available.

SECTION D – CONTAMINATION

Documentation must be attached.

SECTION E – PROPERTY LEASE INFORMATION CLASS 2 RESIDENTIAL

To be completed by Condominiums and Co-ops only. Enter “Number of units” and “Yearly Income” for all **UNSOLD OCCUPIED UNITS**.

SECTION F – INCOME

Indicate the total number of units and the number of vacant units. Indicate the yearly rental income generated in calendar year 2013. Round all money amounts to the nearest dollar.

RESIDENTIAL INCOME – Rental information - For apartment rental, regulated and un-regulated.

Number of units – Enter the **total** number of rental units (apartments) for each apartment category.

Vacant units – In this space enter the **total** number of vacant apartments in each apartment category. Enter all vacancies as of December 31, 2013.

Regulated Units – Total number of units covered by Emergency Tenant Protection Act or other rent regulation or rent restrictions. Describe type of rent regulation in the Notes section at the bottom of the form.

Unregulated Units – Total number of units not covered by any rent regulation or rent restrictions.

Income – Enter the **total** rental income for apartments. Rental income is defined as rent received or accrued for space occupied by tenants. Any rent for space occupied by the owner, related persons or entities should be entered on line # 21 and detailed in the Notes section at the bottom of the form.

TOTAL APARTMENT INCOME – add the income from lines 19, 20, and 21 and enter on line 23 in the income column.

COMMERCIAL INCOME – Rental information - For each of the applicable commercial rental category lines 23 through 30 (LEASED PARKING FACILITIES, RETAIL, OFFICES, INDUSTRIAL, WAREHOUSE, OTHER, GROUND RENT and OWNER OCCUPIED), enter the information in the appropriate columns as detailed above for total number of units or spaces, vacant units and Income.

Space occupied by the owner or owner related persons or entities should be included on line 30 whether a rental is charged or not. Detail all OWNER-OCCUPIED in the NOTES section at the bottom of the form. No separate accounting or information is required here for space that is not rentable.

TOTAL COMMERCIAL INCOME – Add the income from lines 23 through 30 and enter that amount on line 31 in 2013 Yearly Rental Income column.

ANCILLARY INCOME – For each applicable ancillary rental category lines 32 through 36 (GOVERNMENT SUBSIDY, SALES & SERVICES, REAL ESTATE TAX ESCALATION, OPERATING ESCALATION, and CELL TOWERS / ANTENNA) enter information in the Income column. The following list of ancillary income categories is provided as a guide only and is in no way meant to be all-inclusive.

GOVERNMENT RENT SUBSIDIES - Direct rent subsidies received from local and/or Federal Government Housing Programs.

SALES & SERVICES - The gross amount received or accrued for services such as laundry, valet, vending machines, and all other services.

REAL ESTATE TAX ESCALATION - Additional rent received above the base rent, as provided for in the lease, related to increases in real estate taxes.

OPERATING ESCALATION INCOME - Additional rent received above the base rent, as provided for in the lease, for pass through or increases in operating expenses, porter's wages, CPI clauses, etc.

CELL TOWERS and ANTENNA - Report any income received from the rental of the placement of a cell tower or antenna located on your property.

TOTAL ANCILLARY INCOME – Add the income from lines 32 through 36 and enter on line 37 in 2013 Yearly Rental Income column.

TOTAL GROSS INCOME ALL SOURCES – Add the subtotaled income (\$) of all 3 categories from lines 22, 31 and 37 and enter on line 38 in 2013 Yearly Rental Income column.

SECTION G - EXPENSES

Report typical annual expenses for the operation of the real property. Exclude amortization and/or mortgage costs, depreciation, interest, income taxes, officers and director's compensation and rent as operating expenses in this section. Include the expense of providing services to tenants but exclude expenses relating to other business or personal use of the property.

ELECTRICITY – Enter the amount paid or incurred for electricity. Do not include electricity consumed by the owner or other filers for personal or business use.

FUEL / HEAT – Include the amounts paid for fuel oil, steam and/or gas.

WATER & SEWER – Enter the cost for water and sewer charges for the reporting year.

WAGES / PAYROLL – Enter all payrolls, related taxes and welfare and insurance benefits incurred in the operation of the property. Do not include salaries and commissions paid to company officers or agents.

CONTRACT SERVICES – Include the cost for cleaning, landscaping, sanitation, snow removal, exterminators and security services. Do not include contracts with companies or individuals related to the owner or other filer.

INTERIOR PAINTING & DECORATING – Include the cost of painting and decorating tenant spaces and common areas.

REPAIRS – Enter the amounts paid for any routine repairs, for materials and for parts used in repairs. Include the costs of repairing electric, heating, ventilating and air-conditioning systems. Also include the cost of elevator, roof and other repairs. **Do not include one-time capital expenditures such as roof replacement, heating system replacement, building wide elevator replacement (see RESERVES FOR REPLACEMENT).**

RESERVES FOR REPLACEMENT – This annual expense allowance **must be pro-rated over the useful life of the item(s) replaced**. Include costs for the replacement of items associated with the building, where useful life is shorter than the life of the building. Such items may include appliances, elevators, heating systems, roofs and carpet.

MAINTENANCE – Enter the cost of supplies and miscellaneous maintenance that are not covered in the repairs item above.

INSURANCE – Include only the annual cost of fire, liability and other insurance premiums paid to protect the real property. Enter reporting year costs only. **All multi-year premiums must be**

pro-rated annually.

MANAGEMENT FEES – Include the amount paid to a management company or charged to self for the operation of the property.

ADMINISTRATIVE EXPENSES – Enter expenses for office supplies, telephone service and postage related to the operation of the real property.

ADVERTISING – Include expense for advertising real property available for rent.

LEGAL – Report amounts paid for legal services related to the operation of the property

ACCOUNTING – Enter amounts paid for accounting services related to the operation of the property.

MISCELLANEOUS – Use the lines provided at the bottom of the form to itemize any other expenses not included above that were paid during the reporting year related to the operation of the real property. All miscellaneous expenses must be listed and dollar amounts for each must be included in the itemization.

TOTAL EXPENSES – Add the expenses from lines 39 through 54.

SECTION H - CERTIFICATION and RENT ROLL REQUIREMENT

The owner, other taxpayer or the agent of the taxpayer must sign this section at the bottom of the ASIE. If your ASIE is not signed it will be considered incomplete and may be subject to non-filing penalties.

Submission of rent roll is a requirement. Please check the appropriate box. Electronic Rent Rolls can only be submitted as an attachment to an e-mail addressed to: ASIE@NassauCountyNY.gov. Include the words “Rent Roll” and your section, block and lot in the subject line.

